

ADMINISTRATIVE ASSISTANT REPORT

January 2015

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01/24/15

1. FINANCIALS:

- a. 2014 budget amendment (Amendment #5) was done at the last Town Board meeting. This was done to “clean up” the budget and reflect funds transferred from Designated Funds – either as a close out or as a borrowing mechanism. Since it dealt with budget items that were originally budgeted to take place in 2015, a “reversing” budget amendment will need to be done in 2015.
- b. I’m in the process of balancing, printing/entering/filing payroll year-end & quarterly & annual reports, W-2s & W-2Gs, year-end reports for the Wisconsin Retirement System (WRS), and 1099-Misc reports. All will be mailed to the employees, vendors & government agencies before the January 31st due dates, as well as the Annual Summary of Work-related Injuries and Illnesses Report to be sent to the State of WI.
- c. The 4th Qtr Sales Tax return has been completed and done on-line (due by January 31st).
- d. The annual projects costing of equipment used for grants, capital outlay projects, etc. will be calculated and coded before the Gen. Ledger is printed and before the audit reports are started.
- e. I will then be starting on the entire year-end accounting for the annual audit. More accounting reports and analysis are required of me by the auditors, so that will be a work in progress. Perhaps some can be incorporated with reports that the Town Board would like to see monthly.
- f. The 2015 DOT equipment costing must be gotten and the Town’s equipment listing updated with the 2015 hourly rates.
- g. I’ll be back working on the BBTP grant re-imbursement requests to submit to the WI DNR, as per their requirement to daily individually list each employee & equipment use, along with the elimination of the additional 25% equipment cost.
- h. County H billing for July 2014 – December 2014 and the billing for 2015 Industrial Zone leases needs to be done, as well as Airport hangar leases will be calculated based on the Dec 2014 ending CPI of 0.8%, and mailed. Dock leases will be calculated using the .8% CPI, with the exception of MIFL since that is now a set percentage. Madeline Island Ferry will be billed for their share of 2014 dock electrical use.
 - 2014 tonnage billing has been sent out to Nelson Construction & payment received
- i. The Annual Worker’s Compensation Self-Audit paperwork will be due by the end of January or first week of February. This annual audit requires a compilation of all payroll type compensation & overtime pay and retirement contributions, as well as matching of quarterly payroll reports filed. It also requires tabulation of all funds paid to sub-contractors, as well as copies of the sub-contractors Certificate of Insurance and a notation of what services the sub-contractor provided.
- j. Wage earning audits are starting to arrive, as well as State earnings & benefit questionnaires.
- k. I hope to get back to training and then converting over to the “remote” software accounting program. The vendor is no longer supporting the version I’m using, so it will need to be soon.
- l. Waggie & Lisa continue to sort & clean out and organize all the boxes and files in the basement.
- m. The Road Crew & Waggie devised an insulating barrier to be used in the “old” Town Hall doorway to block some of the heat loss that takes place. It appears to be working very well.
- n. Kristian and Adam are working on a temporary outside entryway for the Town Hall.

2. MISCELLANEOUS:

- a. **Winter Transportation:** MIFL has sent in their \$10,000 payment for Winter Transportation, funds from Bayfield has been requested. Fund balance reports will be sent to both organizations.
- b. We’ve disconnected two in-coming phone lines to the Town Hall so only 747-6913 & 747-6914 are active now. Should save approx. \$960 a year.
- c. With the upcoming primary and subsequent election, Micaela plans to give me a “brushing up” on the current election laws, procedures and various documents needed.

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3. **TAXES:**

- a. The “Jan settlement” was calculated by Carol sending a portion of the tax collections collected in Dec, to each taxing district. The vouchers were processed and approved at the last TB meeting.
- b. The February tax collections settlement will take place by Feb. 20th, 2015 and will disburse the proportional collection percentage to the various taxing districts.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk